

**North Georgia College & State University  
Procedures for  
Requesting Student Technology Fee Funds  
Final FY 2007**

Part of student technology fee revenue is available for use in meeting instructional technology needs for “innovation projects”. Requests for funding may come from students, faculty, and staff. To review guidelines for the use of these funds, see <http://www.ngcsu.edu/Adminsrv/Infotech/TechFee/glines.htm>. Follow the procedures below in requesting funds. Please note that you must have plans to utilize existing physical space in implementing the use of any technology items you request. If hardware will be housed within an academic department or program, Section B must also be completed.

**Submission Instructions:** Your request and supporting documents must be received no later than Monday, April 23, 2007.

- 1) Modify this Word file and complete section A. The department head must complete section B, if applicable.
- 2) Send an email with this request as an attachment to Dr. Bryson Payne, Interim Chief Information Officer, at [bpayne@ngcsu.edu](mailto:bpayne@ngcsu.edu) by Tuesday, April 24, 2007.
- 3) Send a signed, printed copy of this form along with any supporting documents to Dr. Payne, IIT, by campus mail or fax to 706-864-1684.
- 4) Allocated Student Technology Fee funds must be spent in a timely fashion. Money allocated during this semester must be spent by August 1. Unspent funds will become available for other proposals. A request for an extension must be made in writing and submitted to the Chair of the Student Technology Committee at least one week prior to the deadline. The Committee will make a recommendation concerning extension to the President.

## Digital Clinical Counselor Supervision

### Section A:

Name of Requestor: Harrison Davis (PRINT)

Date of Request: April 19, 2007 Semester of Implementation: Fall - 2007

**Description of Request:** As precisely and completely as possible, indicate exactly what you are requesting, i.e. computers, printers, scanners, other forms of hardware, or software. Include the cost of each item, required specs and other supporting details. Indicate whether the request is for new equipment/software or to upgrade existing equipment/software.

As counseling professors in a master's graduate program, we are responsible for educating and training students to effectively help people who are experiencing emotional and psychological difficulties. Part of the training process involves monitoring and supervising the student's application of psychotherapy interventions and clinical skills. During the Practicum & Internship section of the program, students actively counsel real persons and families with real problems at counseling agencies throughout North Georgia. The counseling professors are required to listen to taped counseling sessions submitted by the students in order to provide adequate clinical supervision and feedback. Some students use micro audio cassettes while others use traditional size cassettes from tape recorders. A few students use video camcorders to record their sessions. With students using a variety of recording devices that they must purchase on their own I would like to streamline the clinical supervision process with the use of digital voice recorders and mobile handheld devices for instructors to listen and view the taped counseling sessions. This would bring some consistency to the practicum/internship classes while lifting the burden of buying a tape recorder by the students. The use of the digital devices would also help improve the quality of clinical supervision delivered by counseling professors. Instead of professors relying on micro cassette players, tape recorders, VCRs, and CD-ROM drivers to supervise the students, we can keep things simple with just a few digital devices.

In addition to practicum and internship, counseling students are required to complete a number of clinical assignments in their courses. Students are required to demonstrate counseling skills that are taught in class by videotaping themselves practicing with a volunteer client. Each class has a clinical component that is designed to prepare students for practicum and internship. Much like clinical supervision, the counseling professors must view each taped session to provide feedback and direction. Because of the growing number of students in the community counseling program, evaluating these videotaped counseling sessions has become complicated because students are using a variety of video recording devices. With a class of 16 students, that's 16 one hour long tapes where some are on VHS, several on micro video cassettes, a few on cd-rom, and a couple on digital cassettes. To keep things simple for the students and professors who are evaluating their skills, I am proposing the use of Digital Camcorders and mobile handheld devices for instructors to view videotaped counseling sessions. The students would need to convert the taped sessions into a digital format that professors can view on a device like the Palm Life Drive Mobil Manager. This would require laptop computers the students can use to convert their videos onto a format compatible with the Mobile Device and the use of a wireless network within the counseling building.

### **New Equipment:**

10 digital voice recorders for practicum/internship @ \$50 each =	\$500
10 external miniature microphones @ \$30 each =	\$300
3 Palm Life Drive Mobile Managers for clinical supervision @ \$400 each =	\$1200
3 One-GB Memory Expansion Cards @ \$50 each =	\$300
2 Dell laptop notebooks @ \$1000 each =	\$2000
1 Wireless Router for counseling building @	\$70
3 Digital Video Camera for clinical class assignments @ \$300 each =	<u>\$900</u>
<b>TOTAL</b>	<b>\$5270</b>

**How will the requested technology support the education of NGCSU students?**

The requested technology support would improve the clinical component of the community counseling program by providing much needed technological resources for students to use. The support would also bring consistency to the practicum/internship experience while making the clinical supervision process less complicated. All students would use digital voice and video recorders provided by the community counseling program. This would help the students to save money on recorders and this process would provide clear recordings of their sessions. Instructors can easily view and listen to videotaped counseling sessions and provide a higher level of supervision and monitoring. The support would ensure that each student receives more than adequate supervision of their clinical skills while assisting people with severe life issues. The entire clinical supervision process would be streamlined.

**Indicate who will have use of the requested technology and the approximate number of students involved.**

The three counseling faculty and all counseling students would make use of the requested technology. We currently have 30 students enrolled in the community counseling program, with 9 students completing practicum/internship. The students would also use the technology to complete clinical assignments in their classes, such as COUN 6010 Psychological Helping Skills, COUN 7950 Psy Assessment, COUN 7260 Counseling Theories, COUN 7300 Career Counseling, and COUN 7280 Family Counseling.

**Signature of Requestor:** *Harrison Davis*\_\_\_\_\_

**Date:** April 23, 2007\_\_\_\_\_

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## **Section B:**

If the requested technology will be housed in a particular department or program, the department head or program director must compete and sign this section.

**What are your projections of the annual cost of maintenance and supplies? (i.e. Lab assistants, paper and toner, software licensing, etc.)**

There is not cost for maintenance.

**How will you allocate the necessary funds for maintenance and supplies?**

No cost for maintenance.

**What security procedures will be implemented for this technology?**

All items will be locked in secured storage closet within the counseling building.

**Department:** Psy/Soc Dept. – Community Counseling Program

**Head/Director signature:** *Harrison Davis*

**Date:** April 23, 2007

Submissions must be received in at least electronic form by midnight, Tuesday, April 24, 2007 for consideration in this round of requests. The Student Technology Fee Committee will meet on Wednesday, April 25 from 3-5 pm, in the bottom floor Library Seminar room. If you submit a funding request, you may be asked to attend the meeting, as a guest, to answer questions regarding your request. If you have questions, contact: Shawn Tonner, Chair, Student Technology Fee Committee - [sctonner@ngcsu.edu](mailto:sctonner@ngcsu.edu), 706-864-1889, Stewart Library.